

AGREEMENT FOR COMMUNITY SERVICE ASSIGNMENT

1. THE AGREEMENT

This Agreement is entered into between the Area Agency on Aging, hereafter called the Sponsor, and the

(Name of Business or Agency)

(Type of Business or Agency)

(Federal ID No. or Owner's Social Security)

Hereafter referred to as the Host Agency, to provide work activities so that the Senior Community Service Employment Program (SCSEP) participants who are assigned to the Community Service Assignment, hereafter referred to as CSA, can learn vocational skills and gain experience necessary to obtain unsubsidized employment.

2. TRAINING SPECIFICATIONS

This Host Agency agrees to the following training specifications:

A. Primary Positions, Duties, and Site (Attach List)	Specific Equipment To Be Used
B. Physical Requirements and/or Special Occupational Requirements	
C. Name and Title of Supervisor(s)	

The Host Agency further agrees:

- A. The CSA will not: fill an established vacancy; displace any currently employed part-time, full-time, or laid-off worker or position (including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits); or replace persons who have been laid off or terminated by the Host Agency or when the Host Agency has otherwise reduced its workforce; impair existing contracts or collective bargaining agreements; or infringe upon promotional opportunities of current employees.
- B. To maintain records and prepare reports on the SCSEP participant(s) as prescribed by the Sponsor.
- C. To observe and comply with applicable safety and health standards and the labor laws of Arizona and the federal government.
- D. To maintain sufficient general liability insurance for tort claim protection.
- E. To allow the Sponsor and/or duly authorized representative to visit the premises, observe conditions and activities, and interview the participant.

3. SPONSOR'S AGREEMENT

The Sponsor agrees:

- A. To supply the Host Agency with the required forms and procedures for maintaining CSA participant's records, and instructions on required reporting information.
- B. To provide supportive services as may be required by the participant.

4. ADDITIONAL DECLARATIONS

This Agreement is subject to Title VI of the Civil Rights Act of 1964 and the regulations issued thereunder, and any service, financial aid, or other benefits provided under this agreement shall be provided without discrimination because of age, race, color, creed, sex, handicap, or national origin.

The participants are not employees of the Host Agency or the Sponsor, but are participants in the SCSEP and are compensated at a training wage for the work done.

This Agreement may be terminated by either party by giving written notice to the other party not less than five days before the intended termination date.

5. SIGNATURES

Host Agency's Name (Typed)		Sponsor (Typed)	
Authorized Representative Signature	Date	Authorized Representative Signature	Date
Name and Title (Typed)		Name and Title (Typed)	
Host Agency's Address (No., Street)		Sponsor's Local Office Address (No., Street)	
(City, State, Zip)	Phone Number	(City, State, Zip)	Phone Number